

DEPARTMENT OF THE ARMY
UNITED STATES ARMY AIR DEFENSE ARTILLERY SCHOOL
FORT BLISS, TEXAS 79916

USAADASCH REGULATION
Number 350-39

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TRAINING

TRADOC AUTOMATED INSTRUCTIONAL MANAGEMENT SYSTEM
FOR THE PERSONAL COMPUTER
(AIMS PC)

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Chapter 1 - Policies, Procedures and Responsibilities

- 1-1. Purpose: To outline responsibilities, prescribe policies and procedures and provide guidance for the operation and management of the Automated Instructional Management System for the Personal Computer (AIMS PC) software system within Fort Bliss.
- 1-2. References: The required and related publications are listed in Appendix A.
- 1-3. Scope: This regulation applies to all USAADASCH Departments, Directorates and other tenant organizations that perform the functions of training, training support and personnel management utilizing AIMS PC.
- 1-4. General Responsibilities:
 - a. Program Management Division:
 - 1) Provide a local AIMS PC administrator to manage and direct AIMS PC technical operations within Fort Bliss.
 - 2) Provide coordination and administrative support as follows:
 - a) An AIMS PC Functional Administrator.
 - b) Coordinate the issue of all TRADOC provided equipment for use with the AIMS PC system.
 - c) Provide training assistance for those users that need training on the usage of AIMS PC software.
 - d) Provide assistance to users that desire to submit a Software Trouble Report or an Engineer Change Proposal recommendation to TRADOC.
 - e) Install and upgrade AIMS PC computers as requirements change and are issued by TRADOC (system upgrades).
 - b. Departments, Directorates and Tenant Organizations:
 - 1) Direct any questions or inquiries concerning AIMS PC operation and/or training to the AIMS PC Functional Administrator.
 - 2) Comply with all regulations concerning ADP security and the requirements set forth by this regulation when working with AIMS PC.
 - 3) Report any problems encountered with AIMS PC immediately to the AIMS PC Functional Administrator.

Chapter 2 - System Security

- 2-1. General: This chapter establishes the security guidance to ensure the fullest compliance with those measures required to provide physical and operational security, and to protect the integrity of all information processed by AIMS PC within Fort Bliss.
- 2-2. Information System Security Officer (ISSO):
 - a. An ISSO will be appointed by each organization for each remote AIMS PC terminal or cluster of terminals located at any site performing AIMS PC functions as outlined by AR 380-19, paragraph 1-6d (3) and as supplemented by the USAADACEN Security Division.
 - b. The ISSO will ensure ADP and personnel security guidelines are being complied with in accordance with AR 380-19, paragraph 2-15, 2-16 and 2-17.
- 2-3. Physical Security: The utilization and control of AIMS PC equipment will be conducted as outlined in AR 190-13 and AR 380-19.
- 2-4. Operation Security:
 - a. All personnel who have direct operational contact with AIMS PC will ensure that AIMS PC usage in their area conforms to the guidelines outlined in AR 380-19.
 - b. The AIMS PC system will not be used to process classified material in any form.
 - c. Access Controls:
 - 1) A combination of user identification codes, passwords and user-type options will be used to restrict access to the various AIMS PC options and elements.
 - 2) The issuance and control of AIMS PC user ID's and passwords will be done in accordance with AR 380-19, paragraph 2-14.
 - 3) The AIMS PC user's initial identification and password will be issued by the AIMS PC Functional Administrator. The user's password will be changed immediately by the user to a password of their choosing that is compliant with the password format outlined in 4) below. AIMS PC will automatically notify the user to change their password every 180 days.
 - 4) When changing the password, the user must use at least eight characters, one of which must be numeric, and begins with a letter. Use numbers and letters only. The user must not use the characters ,!@#\$%^and*(<>?|\, The password can not be a common word or name.
 - 5) After user IDs and passwords are issued they will not be shared with other individuals as outlined in AR 380-19, paragraph 2-14.

- 2-5. Privacy Act: All personnel that have direct contact with AIMS PC or any of its products will ensure maximum protection of individual privacy of personnel data as outlined in AR 340-21 and AR 380-19.

Chapter 3 - System Operation

3-1. General: This chapter outlines the procedures and guidance for daily operational use of AIMS PC.

3-2. Operating Hours:

- a. The AIMS PC Functional Administrator is available 8 hours a day, five days a week during duty hours, to provide any technical or training assistance.
- b. The AIMS PC system is available 24 hours a day, seven days a week for any type of data input required.
- c. Back up for AIMS PC is performed daily by the CONUS Theater Network Operations and Security Center (TNOSC) at Fort Huachuca, Arizona. This back up in no way interferes with Fort Bliss network operations.

3-3. Student In-processing:

Students are in-processed into AIMS PC in three major commands, the Air Defense Artillery School, Garrison Command and 1-56th ADA Battalion of the 6th ADA Brigade. If the AIMS PC operator needs assistance in performing these updates they should refer to all appendices in this regulation.

a. Responsibilities:

- 1) The AIMS PC operator in 6th Brigade, 1-56 ADA Battalion, S3, will in-process all U.S. Enlisted students. The 1-56 ADA AIMS PC operator will update or enter all information available from each student's personnel file into the AIMS PC system. This will be completed within two (2) working days after the start date of class.
- 2) The AIMS PC Functional Administrator in the Digital Training Access Center (DTAC), with the assistance of 2-6, 3-6 and 4-6 ADA, S3's, is responsible for in-processing all U.S. Officer and Warrant Officer students. The DTAC's AIMS PC Functional Administrator will update or enter all information from each student's personnel file and/or all information provided by the officer student on FB Form 780 into the AIMS PC system. These forms will be presented to the DTAC so this information can be entered into the AIMS PC within two (2) working days after the start date of the class.
- 3) The AIMS PC operator in 4-6 ADA, IMSO is responsible for in-processing both International Enlisted and Officer students in AIMS PC. The 4-6th ADA, IMSO AIMS PC operator will check, verify, and update all international student records. The AIMS PC operator will verify the student name sequence (last, first, middle, etc) and the correct spelling of the student name. The AIMS PC operator will also ensure that the student meets all prerequisites, to include a security clearance, if required. This will be completed within two (2) working days after the start date of the class.

- 4) The Battalion S3's at 2-6, 3-6 ADA will provide a new FB Form 780 for each OBC student physically attending their respective "Weapons Track" of instruction to the DTAC's AIMS PC Functional Administrator, within two (2) working days after the start date of the track class. To contact the DTAC's Functional Administrator, email, fax or call at starrs@bliss.army.mil, 568-0194 (voice), 568-7582 (fax).
- 5) The Air Defense Artillery School, NCO Academy, AIMS PC operators in ANCOC, BNCOC and PLDC are responsible for in-processing their students. The AIMS PC operators will extract as much information as possible from each student personnel file and enter it into AIMS PC. This will be completed within two (2) working days after the start date of the class.

b. Security Clearances:

- 1) The security clearance requirements for any course are prescribed by the program of instruction (POI) prerequisites. These prerequisites are located at the front of the POI. If a student does not meet these prerequisites, to include the security clearance or a valid DA Form 873, issued by DPTMS, they will not be allowed to attend the course.
- 2) 6th Brigade S2, AIMS PC operator will be responsible for inputting all U.S. Enlisted and Transition student's security clearances. This will be completed within five (5) working days after the start date of the class
- 3) 2-6, 3-6, and 4-6 ADA, S3's are responsible for providing the DTAC's AIMS PC Functional Administrator with all U.S. Officer and Warrant Officer security clearances. This will be completed within five (5) working days after the start date of the class. Students with no clearances will be placed into Section 2 of the AIMS PC class management view and not be allowed to attend class.
- 4) 4-6th ADA, IMSO AIMS PC operator is responsible for inputting International Enlisted and Officer student security clearances. This will be completed within five (5) working days after the start date of the class.
- 5) The NCO Academy, ANCOC and BNCOC AIMS PC operators will be responsible for inputting all Enlisted NCO security clearances. This will be completed within five (5) working days after the start date of the class.

c. Special Situations:

Situations arise that are not ordinary, such as a student arriving with valid authorization or orders to attend a specific course and class, but they have not been entered into AIMS PC. This will require the AIMS PC operator to create a "New Student." This will be done using the procedure in Appendices G and H.

3-4. Student Enrollment:

Students are enrolled into AIMS PC by three major commands: The Air Defense Artillery School, 4-6 ADA and 1-56th ADA Battalion of 6th ADA Brigade.

a. Responsibilities:

- 1) The enrollment responsibility is the same for all major commands and should be a continuation of in-processing.
- 2) After a student has been in-processed he/she must be enrolled into a course and class and placed in the appropriate "Student Status."

b. Student Status:

- 1) All students will have their "Status" updated regardless of whether or not they physically showed up to attend class. If students do not show up to attend class, and they are on the class list, they will be placed in a "No Show" status and placed in Section 2 for that class. They will not be left with a "status" of "Valid Reservation." They must be placed in a valid status, see Appendix B.
- 2) If the AIMS PC operator has questions as to what status a student should be placed in, they should contact the AIMS PC Functional Administrator for guidance.

3-5. Updating Student Status:

As the student progresses through the course there may be occasions that require a change in their "Student Status" i.e.; Hospital, Emergency Leave, AWOL etc. This requires the AIMS PC operators, as outlined in paragraph 3-3a. above, to change the "Student Status." If the student status is not correct it creates difficulties when retrieving reports. If the student's status is not accurate the report is not accurate. This is especially critical at the end of the class in preparation for graduation.

- a. Responsibilities: The correctness of a student's status is critical, and therefore, this responsibility is limited to the AIMS PC operators that perform in-processing and enrollment in each major command.

b. Timely Response:

- 1) Upon receiving a request to change a student's "Status," the AIMS operators, as outlined in paragraph 3-3a. will make these changes. This will be completed within 24 hours of being notified. This task only takes a few minutes to accomplish.
- 2) A student status not updated in a timely manner creates an inaccurate student record and results in erroneous reports.

3-6. Class Status Changes:

Any time a class is cancelled or a non-conduct, it must be reported through the proper channels so the disposition of this class can be updated in ATRRS and AIMS PC. If these changes are not made as they occur, it creates confusion and adds unnecessary costs when the class is due to graduate.

a. Responsibilities:

- 1) The only personnel that can determine the status of a class are the training branches. Therefore, when these personnel determine that a class is to be cancelled, early graduated or a non-conduct, they must immediately notify their Battalion S3 with all pertinent information. If the S3 determines the class should be cancelled, early graduated or non-conduct, the S3 must notify the ATRRS Manager. The purpose of this is to obtain TRADOC's permission to change the class status and make the change in ATRRS.
- 2) Once approval is received from TRADOC, any students assigned to a cancelled or non-conduct class must first be moved to their new class in AIMS PC. Therefore, the Battalion S3 must notify their respective AIMS PC operator (see paragraph 3-3a.). Upon being notified the AIMS PC operator will recycle these students into their new class. This will be completed within 24 hours of notification. The AIMS PC operator must then notify the Battalion S3 that these student(s) have been moved into their new class.
- 3) After being notified by the AIMS PC operator, the Battalion S3 must notify the ATRRS Manager and AIMS PC Functional Administrator for Fort Bliss, within 24 hours. See Appendix I. These personnel will be responsible for updating the ATRRS and AIMS PC to reflect these changes.

3-7. Reports:

a. Responsibilities:

1) Gradebooks

- a) Non-shared gradebooks: The training branch personnel will be responsible for maintaining and updating gradebook entries as each student progresses through the classes and courses that they control. They will initiate all changes in student status and report any discrepancies with the gradebook or class roster immediately to their Battalion S3. If necessary, a printed copy of the AIMS PC built-in report will be provided to the S3.
- b) Shared gradebooks: 2-6 ADA and 3-6 ADA share gradebooks with 4-6 during the weapon's track phase of the Officer Basic Course. These gradebooks will be maintained as noted in paragraph 3-7 a. 1) a) above. When all track grades have been entered into the gradebook, respective track training branches of the 2-6 and 3-6 ADA will notify 4-6 ADA so that a Graduation Packet can be initiated as per paragraph 3) below.

- 2) Data verification: At the completion of a course, each Battalion S3 is responsible for checking and verifying the gradebooks for accuracy, the class roster for completeness and correctness, i.e.; names correctly spelled? Is the student a Jr., Sr., II or III? Is the rank correct? Is security clearance present? etc..
- 3) Graduation Packet: Battalion S3 at 2-6 ADA, 3-6 ADA, 4-6 ADA, D 1/56 (88M), and NCO Academy are responsible for preparing a "Graduation Packet." This packet will consist of a copy of the gradebook, an up-to-date, complete and accurate class roster, an honors report, a set back/recycle report and a request for diplomas. The reports for all of the above are available through the AIMS PC system built-in report feature.
- 4) Academic Records Office will not issue diplomas if the above documentation is not present, complete and accurate.

3-8. Graduations:

Responsibilities:

- a) At the completion of a course of instruction the class will be graduated in accordance with Fort Bliss regulations by ATRRS. When a class is graduated in ATRRS it will automatically be graduated from AIMS PC. After the class has been graduated, the AIMS PC Functional Administrator will remove all user access to this class.
- b) Note: It is important to know that any and all reports the units need from a particular class must be printed/copied prior to the graduation of the class because they will lose access to it after graduation.

Chapter 4 - Course and Class Management

- 4-1. General: This chapter outlines the basic procedure for creating new courses and classes and the deletion of courses and classes when required.
- 4-2. Course Creation:
 - a. This procedure will originate at Fort Bliss, with the new course request being sent to TRADOC for approval. When approved by TRADOC, it is added to USAADASCH PAM 350-14 and placed on the Fort Bliss list for implementation. Approved courses are then downloaded from the ATRRS into AIMS PC. If the Course Number or the Course Title has changed from the original, it will require a complete re-creation in AIMS PC.
 - b. A course may be created here at Fort Bliss and added to the listing of courses however, it must be understood that if it is not a TRADOC approved course, no classes will be downloaded to it. Classes will have to be created locally and populated manually.
- 4-3. Class Creation:
 - a. This procedure will originate at Fort Bliss for all courses except AIT. When the ARPRINT is published, it determines the number of students to be taught in a given fiscal year in a given MOS. The training departments will determine the required number of classes to meet that requirement. This information is given to the ATRRS Manager and he/she inputs these classes into ATRRS and also prepares USAADASCH PAM 350-14. USAADASCH PAM 350-14 is prepared and issued every October and April. These classes are then downloaded from ATRRS into AIMS PC and assigned to their respective courses.
 - b. Classes may be created locally, and is the responsibility of the AIMS PC Functional Administrator. However, it must be understood that any class information generated in this way will not be transmitted to ATRRS and, therefore, is not valid.
- 4-4. Create a New Course Version: A new course version will be needed only when any of the following conditions apply:
 - a. The Course Number changed.
 - b. The Course Title changed.
 - c. The internal content of the POI changed (i.e.; hours, number of subjects being taught, length of the course (i.e.; days, weeks etc.)). See the AIMS PC User Manual, paragraph 4.3.9. For additional assistance contact the AIMS PC Functional Administrator at 568-0194.
- 4-5. Course or Class Deletions:

No course or class will be deleted unless approved by the AIMS PC Functional Administrator. All courses and classes are used to calculate statistics and must be left in the system for a period of time.

Appendix A - References

AR 25-1, Army Information Management

AR 25-55, Department of the Army Freedom Of Information Act Program

AR 190-13, The Army Physical Security Program

AR 340-21, The Army Privacy Program

AR 380-5, Department of the Army Information Security Program

AR 380-19, Information System Security

F5D-A50-02-00-SUM, AIMS Installation Support Modules and Software Users Manual

USAADASCH PAM 350-14, Schedule Of Classes

USAADASCH Reg 350-16, Student Enrollment, Retention and Graduation Policy

Appendix B – Student Status Options

Description

Cancelled Reservation

Discharged from the Army

Class has been Non-Conducted

Graduate – Successfully Completed Class

Hold (Showed, but did not start, did not Graduate) – **ONLY VALID FOR AIT STUDENTS**

New Input

Retrainee In, from another Course of Instruction

Retrainee Out, to another Course of Instruction

Recycle Out, to another class, same course

MEPS Reservation

No Show

Valid Reservation

Recycle In. from another class, same course

Showed, did not begin training (Post appropriate reason code)

Waiting for a Reservation

Other, Non-Successful Completion

Appendix C – Attrition Reason Options

Description

AIT/OSUT Complete - ENTAC results not received

Training previously completed

Showed, but Returned (Low/Over Fill)

Does not meet Course prerequisites

Dossier Received, Awaiting Review

In AIT/OSUT - ENTAC results not received

Security Clearance, other than ENTAC not received

Comprehension/Academic

Physical Fitness (Remedial Training - APFT)

Motivational

Leadership Skills

English Language Competency

Medical Separation (AR 635-220 or AR 635-40)

Does not meet the Weight Control Standards of AR 600-9

Accelerated in Training

Leave, Emergency

Medical (Temporary Medical Hold/Non-deployable)

Disciplinary/Misconduct

Compassionate/ Dependency/ Hardship

Airborne Hold

Unit Recall

Erroneous Enrollment

Hospitalization

Appendix C – Attrition Reason Options (cont)

Confinement

AWOL, Return

Security/ Flagged Up IAW AR600-31

Trainee Discharge Program

Port Call Pending

Personnel Action Pending, not otherwise defined

AWOL, From Duty

Desertion

DA Approved Holdover i.e., Support Base or Ops Mission

Appendix D - Discharge Reason Options

<u>Description</u>	
Convenience of the Government	Chap 5
EPTS – Existed Prior To Service	Chap 5
Dependency or Hardship	Chap 6
Defective Enlistment/Inductions	Chap 7
ELS - Good of the Service – APFT Failure	Chap 11
ELS - Good of the Service – BRM Failure	Chap 11
ELS - Good of the Service – EOCT Failure	Chap 11
ELS - Good of the Service – Academic Fail	Chap 11
ELS - Other	
Recall	
Other Medical Discharges	(AR 635-40/AR 40-501)
Other	
ELS - Failure to Adapt	Chap 11
ELS - Lack of Motivation	Chap 11
Pregnancy (After Entry/Must be Discharged)	Chap 11
Rehab Failure (Alcohol or Drug Abuse)	Chap 9
In Lieu of Trial by Courts Martial	Chap 10
Unsatisfactory Performance (Non – ELS)	Chap 13
Misconduct	Chap 14
Homosexual Conduct	Chap 15
Drop from the rolls	

Appendix E – Security Clearance Codes

A – Top Secret with sensitive compartmented information.

B – Top Secret with interim access to sensitive compartmented information (Used when that level of clearance has already been approved for the student)

C – Top Secret with interim access to sensitive compartmented (Used to show a student is assigned that level of clearance temporarily until final approval for clearance is received)

D – Top Secret.

E – Interim Top Secret.

F – Secret.

G – Interim Secret.

H – Confidential.

J – Interim Confidential.

K – Review of dossier by department level Central Clearance Facility (CCF) RQ.

L – Classified data access not granted to date by Field Commander.

M – Classified data access suspended.

N – Classified data Eligibility denied by Department level CCF.

Y – None

Appendix F – Updating a Student Record

Note: This procedure is used only if the student is listed in a class.

Note: Update all of the students in the class and verify the correct current “Student Status.” After the student records have been updated, move any student that is in a “No Show” or has “No Clearance” into Section 2 using the Drop and Drag option.

1. Log-In to AIMS PC.
2. From the top task bar, select “**View**” then “**Class Management.**”
3. From “**Class Management**” select “**Course.**”
4. Click on the **+ sign** at the left of the Course Name, the Delivery Group and Phase. You will now see a list of Classes.
5. Select the Class you are going to put the new student in and click on the **+ sign** at the left of the **Class Number**, and a list of **Sections** will drop down (usually Sections1 and 2).

Note: If there is no Section 2 you will have to create it. Go to the “**Section Icon,**” on the left side task bar, and click on the Section Icon, a message will appear asking you if you want to create a new section, just click “**Yes,**” and Section 2 will appear.

6. Select Section 1 (Highlight it).
7. Right-click the “**Student Name**” then click “**Properties.**” When the “**Student Properties**” dialog box appears perform the following steps.

Note: All fields marked with * (**asterisk**) appears on the Class Roster and must be filled in completely.

Class Attendee TAB: As a minimum, input

*Quota Source, from the drop down list or type it.

IMPORTANT: You must click “**Apply**” (It is very important that you make sure the “**Apply Button**” turns gray before continuing. The information may not lock in if not applied and could disappear when you exit). As you proceed through creating a student, you will have to do this on each TAB where you have input information or changed any information.

Appendix F – Updating a Student Record (cont)

General TAB: Should be filled out completely, but as a minimum, input:

- *First Name
- *Last Name w/ any suffix, i.e., Jr, Sr, 2nd, 3rd etc;
- *Middle Initial
- *Social Security Number
- *Gender
- Date of Birth
- Person Type
- *Service Component

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Physical TAB: Should be filled out completely, but is optional

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Occupation TAB: Click the down arrow at the right of the field marked “Rank” make your selection and input:

*Student’s Rank

In the block marked “Occupation,” click the down arrow at the right of the field marked “Primary,” make your selection and input:

*Specialty Name and Number (MOS)

Effective Date (Start Date of the Class)

Secondary and Effective Date are optional

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Address TAB: This TAB should be filled out completely, but it is optional.

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Appendix F – Updating a Student Record (cont)

Security TAB: Click and highlight the student's security classification, then click the two left pointing arrows and place it in the "Assigned Clearance" field.

*Security Clearance

IMPORTANT: You must click "**Apply**" make sure it turns gray before you continue

ASVAB TAB: Should be filled in, but optional.

IMPORTANT: You must click "Apply" make sure it turns gray before you continue

Student TAB: As a minimum, input:

Gaining Unit Code (five digits only)

IMPORTANT: You must click "**Apply**" make sure it turns gray before you continue

Physical Fitness TAB: Should be filled out, but optional

IMPORTANT: You must click "**Apply**" make sure it turns gray before you continue

Student Status TAB: This TAB is critical; this is where the student is actually enrolled in the course and class. You must fill in all of the fields.

Effective Date (The start date of the class)

Status: Click the arrow at the right of the "**Status**" field and from the drop down list make your selection.

Reason: Click the arrow at the right of the "**Reason**" Field and from the drop down list make your selection.

Description: Click the arrow at the right of "**Description**" field from the drop down list make your selection.

IMPORTANT: You must click "**Apply**" make sure it turns gray before you continue

Note: It must be noted at this time, if any student does not show up for training or does not have a security clearance, they must be placed into Section 2.

Appendix G – Create a New Student

If you have a student that is not listed in the Class or is not on the Class Roster, and he/she should be, you must first verify whether or not they are in AIMS PC. To do this, go into “**Class Management**”, select the **Course** and open the hierarchy down to the **Class** and then highlight the **Section** the student is supposed to be assigned to.

Click the “**New Student**” icon (face) and the “**New Student Property**” window w/TABS will appear. Select the “**General**” TAB and at the bottom enter the student’s **Person ID** (Social Security Number), then click “**Search**.”

If the student **is** in AIMS PC the system will tell you, click “**OK**” and it will fill in all data that is in the database, automatically. However, you must go through and verify that all pertinent data is there. If it is not, you must enter it at this time.

If the student **is not** in AIMS PC you must enter all pertinent data as shown in Appendix H of this regulation at this time.

Appendix H – Create a Student Record

This Appendix will be used **only** as a continuation of Appendix G and the student **does not** currently have a record in AIMS PC.

Note: All fields marked with * (asterisk) appears on the Class Roster and must be filled.

Class Attendee TAB: As a minimum, input:

*Quota Source, from the drop down list or type it.

IMPORTANT: You must click “**Apply**” (It is very **important** that you make sure the “**Apply Button**” turns gray before continuing). Do this on each TAB where you have input or changed any information.

General TAB: Should be filled out completely, but as a minimum, input:

*First Name
 *Last Name w/ any suffix, i.e., Jr, Sr, 2nd, 3rd etc;
 *Middle Initial
 *Social Security Number
 *Gender
 Date of Birth
 Person Type
 *Service Component

IMPORTANT: You must click “**Apply,**” make sure it turns gray before you continue

Physical TAB: Should be filled out completely, but is optional

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Occupation TAB: Click the down arrow at the right of the field marked “**Rank**” make your selection and input:

*Student’s Rank

In the block marked “**Occupation,**” click the down arrow at the right of the field marked “**Primary,**” make your selection and input:

*Specialty Name and Number (MOS)

Effective Date (Start Date of the Class)

Secondary and Effective Date are optional

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Appendix H – Create a Student Record (cont)

Address TAB: This TAB should be filled out completely, but it is optional.

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Security TAB: Click and highlight the student’s security classification, then click the two left pointing arrows and place it in the “**Assigned Clearance**” field.

*Security Clearance

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

ASVAB TAB: Should be filled in, but optional.

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Student TAB: As a minimum, input:

Gaining Unit Code (five digits only)

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Physical Fitness TAB: Should be filled out, but optional

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Student Status TAB: This TAB is critical, it is where the student is actually enrolled in the course and class. **You must fill in all of the fields.**

Effective Date: (The start date of the class)

Status: Click the arrow at the right of this field and from the drop down list make your selection.

Reason: Click the arrow at the right of this field and from the drop down list make your selection.

Description: Click the arrow at the right of this field and from the drop down list make your selection.

IMPORTANT: You must click “**Apply**” make sure it turns gray before you continue

Appendix I – Points of Contact

ATRRS Manager –

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